Resource Home Maintenance

Web Application

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Logging In

To log in to the Resource Home Maintenance web application, use the email address and password that were sent to you from the DCS Help Desk and click Sign In.

Main Navigation Window

The main navigation window contains links to homes that are: Approved, Approved Expedited, Denied, Pending Approval, Pending Inactivation, and Unapproved. There are links in the upper right hand corner to view the Frequently Asked Questions, to Add a New Resource Home, and to Log Out.

Note: It is **imperative** that you disable any pop-up blockers on your web browser to use this application. For more information, view the FAQ document using the link.

Adding a New Resource Home

Click the Add Resource Home link in the upper right hand corner of the navigation window. The Add Resource Home window will appear. Enter the Initial Inquiry Date. The Activation Date will default to the Initial Inquiry Date and this should be left as is. Click on the ellipsis box next to the Foster Parent field.

Person Search
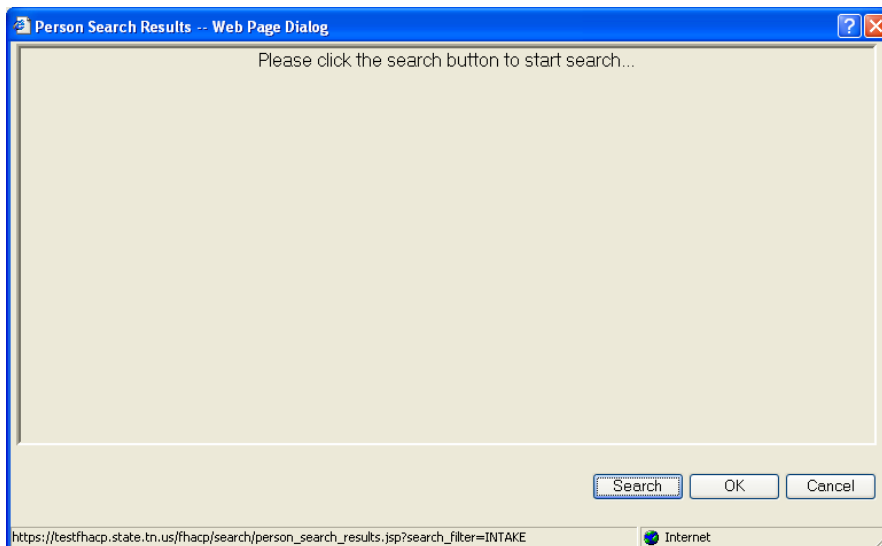
Before entering the foster parent, a search must be performed to see if the person is already in TNKids. Click the Search button.

Change the Using drop down entry to Soundex if searching by name. Enter search criteria and click Find.
**Note:** It is preferential to search using Social Security Number only. If no search results are found, search again using name.
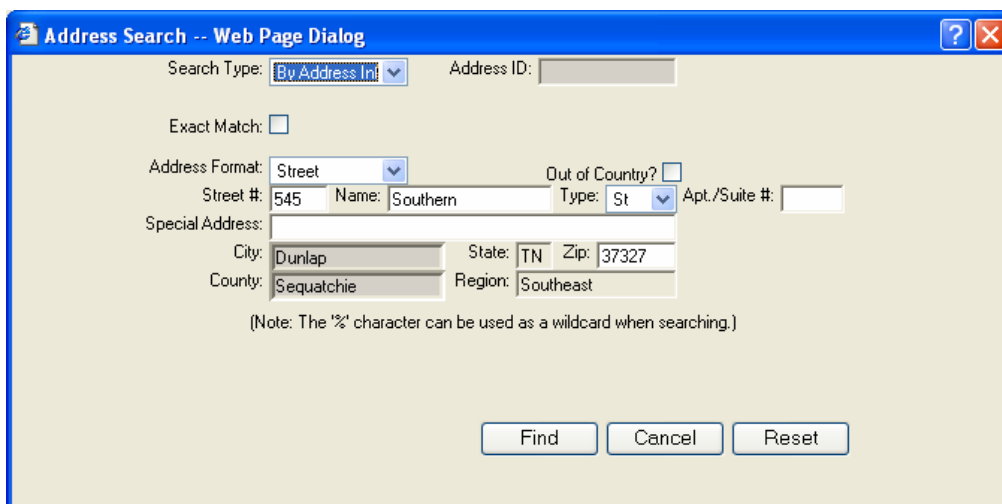
Person Search Results
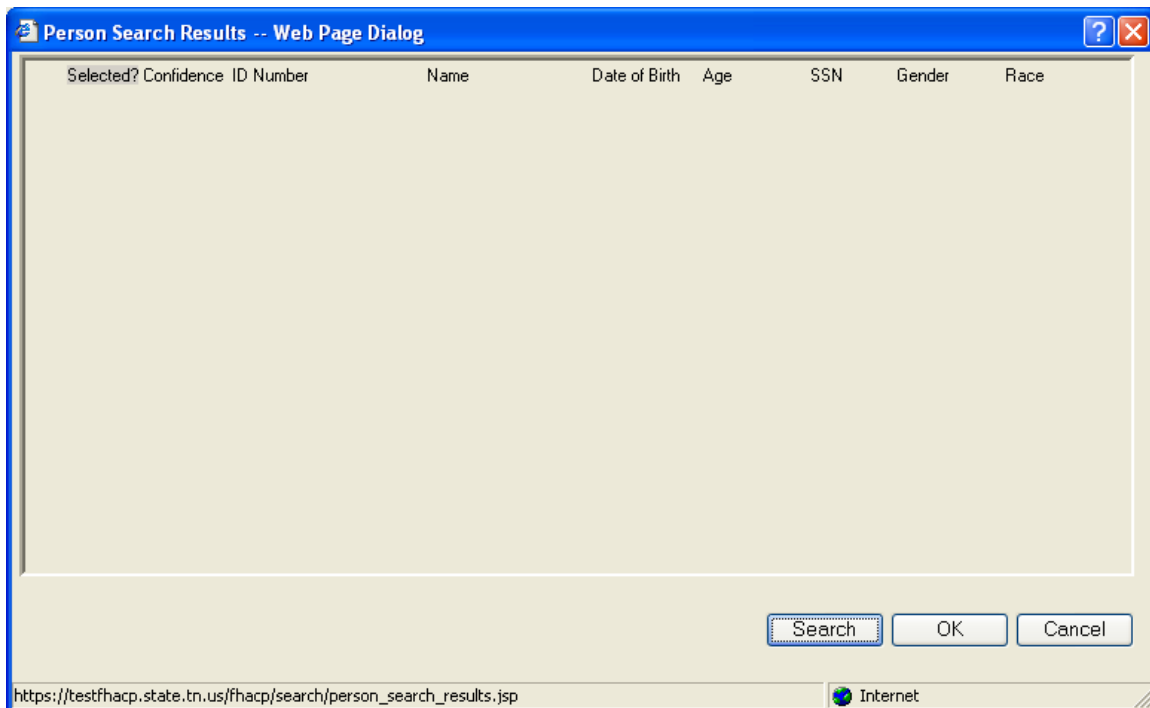
The Person Search Results box will appear. If needed, click the Search button again to refine your search with different search criteria. If the foster parent is shown in the results list, click on the person's name and click OK. Otherwise, click Cancel.

Address Search
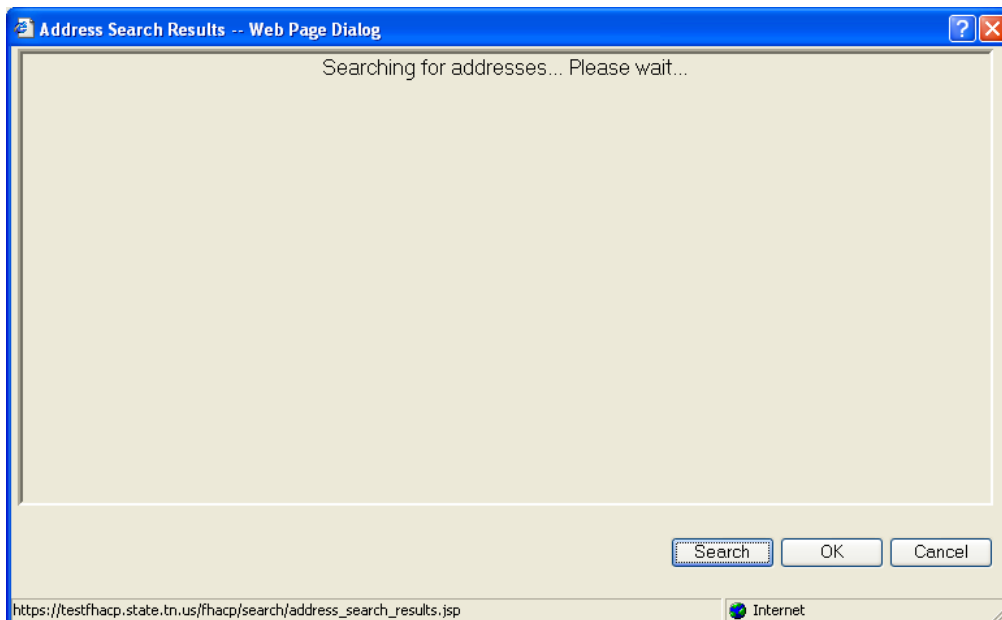
The next search that is required is the Address Search. Click on the Search button.

Enter the address in the Street #, Name, Type, and Zip fields. To widen the search, deselect the Exact Match checkbox. Click Find.

Address Search Results

Review the addresses in the Address Search Results window if any appear. If the correct address is displayed, place a check in the Selected? box next to the address and click OK. Otherwise, click Cancel.

If the address was not found, the system will ask if you would like to use the search criteria values to create a new foster home address. Click OK to continue.
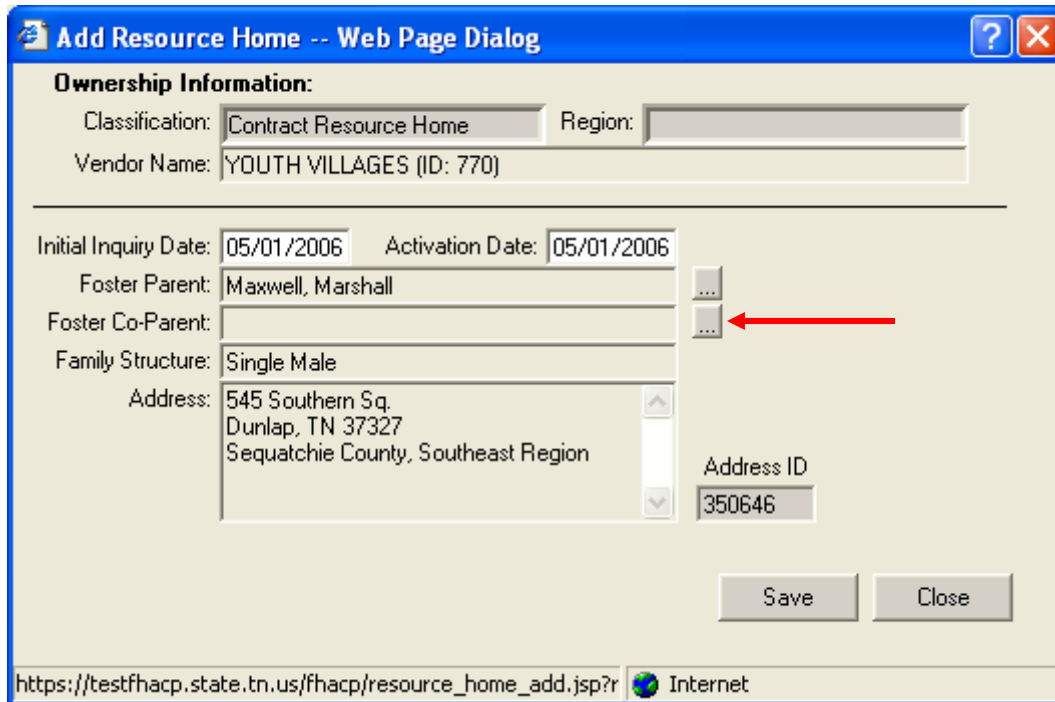

In order to populate the City, State, County, and Region, hit the Tab key to tab out of the Zip field. Click Save.
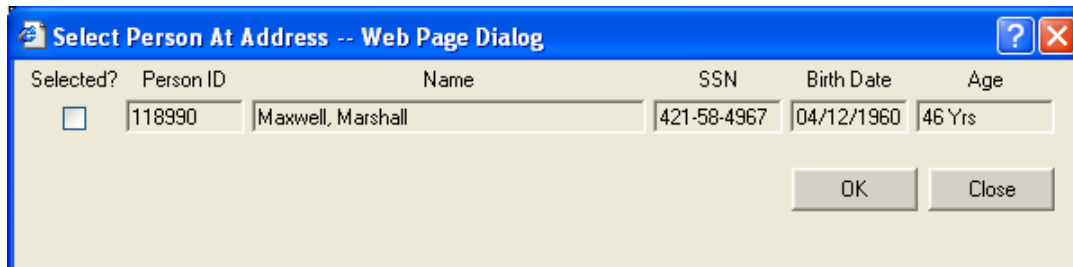
Adding a Foster Co-Parent

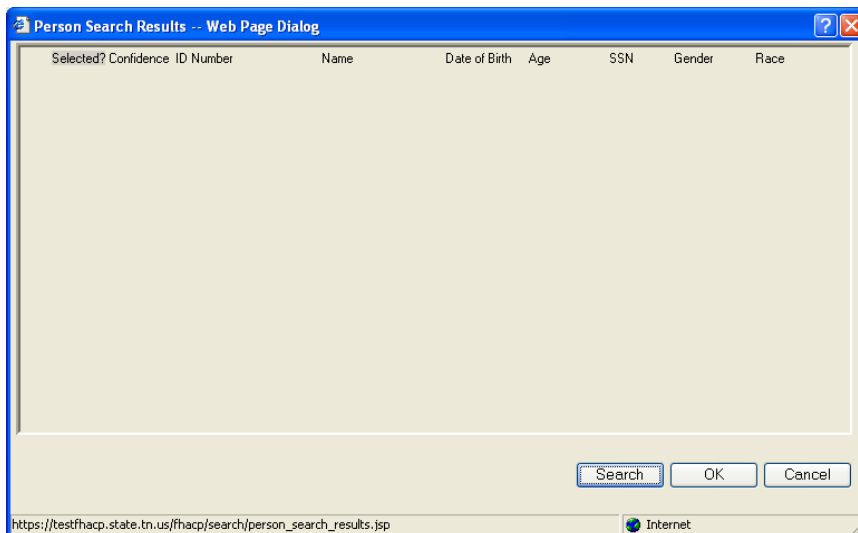To add a foster co-parent click on the ellipsis box next to the foster co-parent field.

All persons already in the household are displayed. To add a new person, click Close.
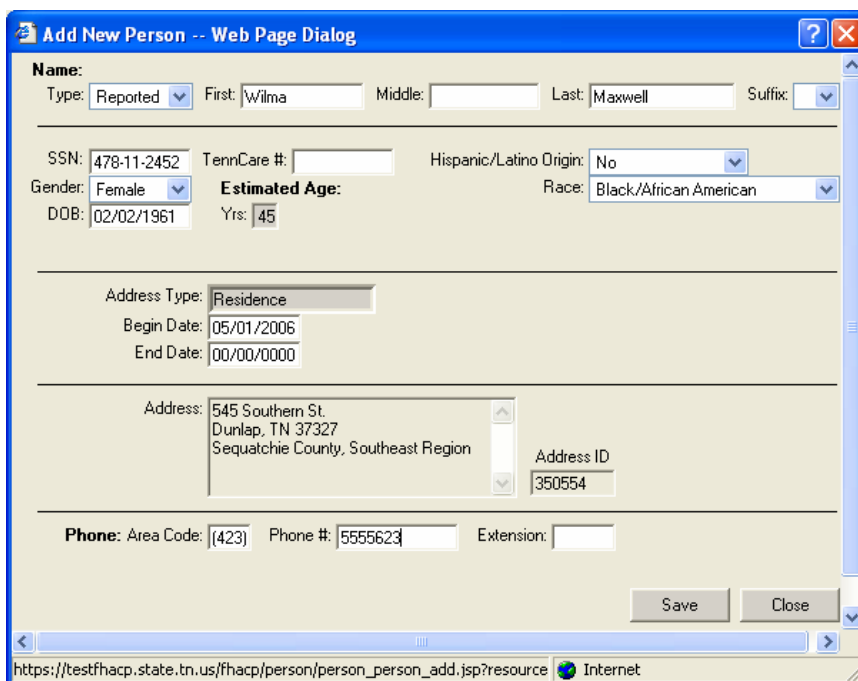
Adding a Foster Co-Parent - continued

Enter the search criteria as you did with the foster parent. Search by Social Security Number only. If not found, use Soundex for name searches.

Adding a Foster Co-Parent – continued

If the person is found in the search results, select the person and click OK. Otherwise, click Cancel.

The Add New Person window will appear if this is a new person to TNKids. Enter the person's name, SSN (no dashes), Gender, Date of Birth (with /), Hispanic/Latino Origin, and Race. The Begin Date for the address defaults to the Initial Inquiry Date. The address populates from the foster parent's address. Enter the phone number (no dashes) and click Save.

Family Structure

Identify the correct Family Structure using the drop down list. Click Save.

Editing the Home that is Pending Approval

The home that was just added is now in the Pending Approval list. To enter more information on any home that is Pending Approval, click on the Edit link next to the home's name.

General Information Tab

There are six tabs visible at the top of this window: Resource Home, Resource Parents, Household Member, Preferences, Person, and End Home. There are three links in the upper right hand corner: Resource Home Navigation, Add Resource Home, and Log Out.

On the Resource Home tab, there are nine sub tabs: General, Classification, Family Structure, Address, Office Location, Referral Source, Corrective Action, Approval, and Status.

On the General sub tab, the Initial Follow-Up Inquiry Date is required for home approval. Enter the Initial Inquiry Narrative and other dates as needed. Click Save before proceeding to the next tab.

Note: Most tabs have Save and Revert Changes buttons in the lower right hand side. If you leave the tab without clicking the Save button, your changes will **NOT** be recorded.

Household Member Tab – General Sub Tab

The next step in the approval process is to approve all adult household members. Click on the Household Member tab. This tab has nine sub tabs that are household member specific and pertain to the person whose name is Selected on the left side of the window.

On the General sub tab, enter the required information as it is obtained including: Medical History Verification Date, Prior Foster Care Experience?, Face-To-Face Interview Date, Local Criminal Records Check Date, Finger Printed Date, Finger Printing Results Cleared Date, PATH Intake Meeting Date, and PATH Training Completed Date. Click Save.

To add a Face-To-Face interview narrative, click on the Narrative box next to the date. Enter the person's email address if known.

If another household member needs to be added, click on the Add Household Member button on the left side of the window.

Household Member Tab – Verification Sub Tab

The Verification sub tab is where the Social Security Number and Birth Date are verified by the vendor. This indicates that the vendor has seen evidence to prove that this information is correct. This cannot be done until the SSN and DOB have been confirmed through TNKids interaction with the Social Security Administration. The confirmation process can take up to two days. To view the SSA confirmation, click on the View SSA Confirmation button. Click Save before leaving this tab.

Household Member Tab – Reference Sub Tab
Adding a Reference
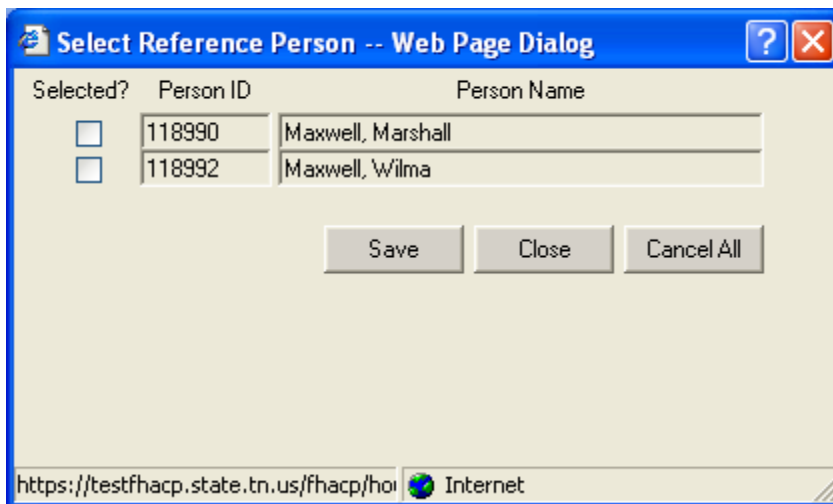
Click on the Reference sub tab and click the Add button. The Add Reference window
will appear. Click on the ellipsis box next to the Reference Person Name field.
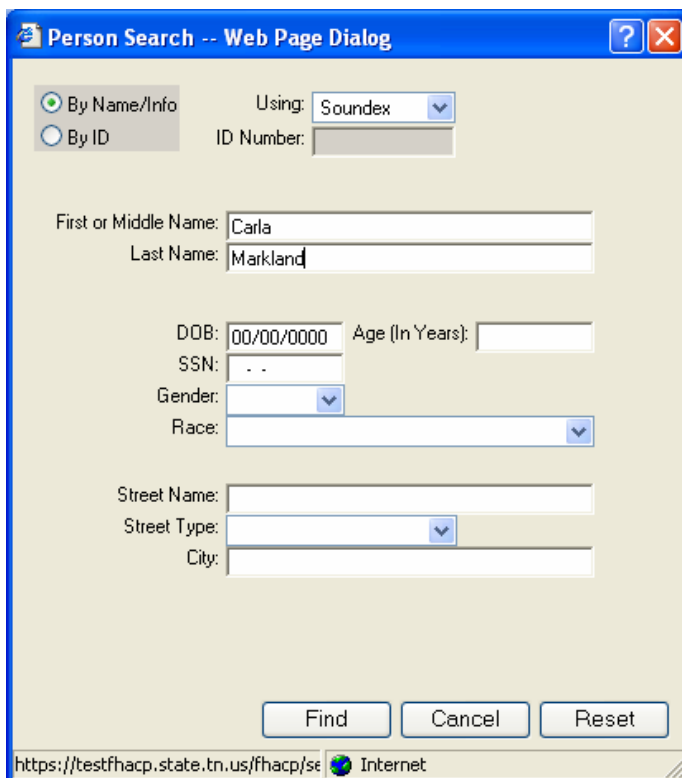
Persons already in the household will appear. Click Close to continue to add a reference.

Adding a Reference – continued
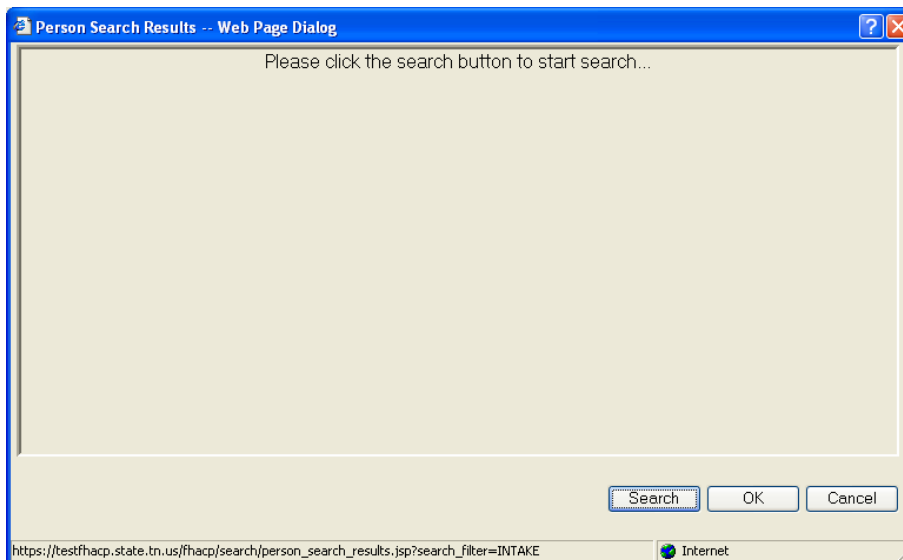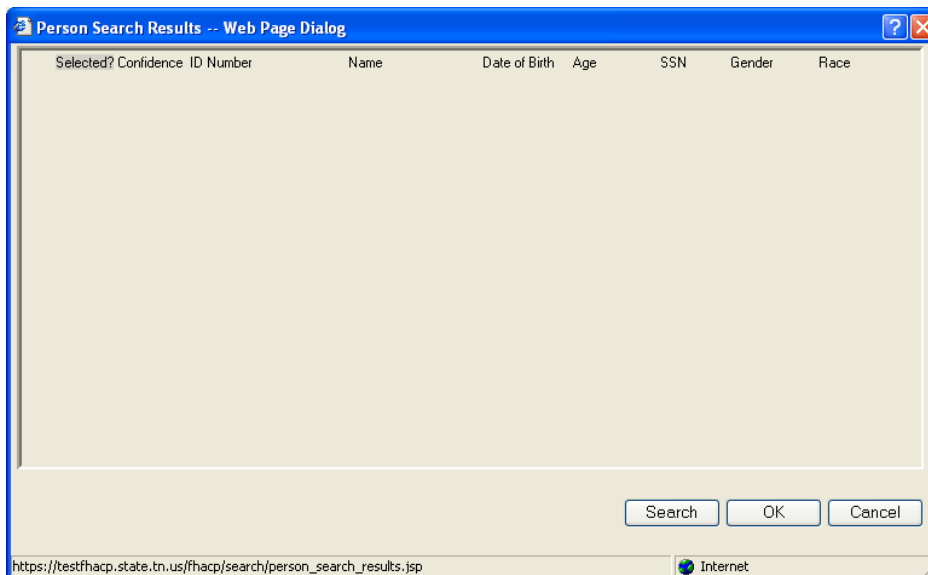
Before adding a reference to TNKids, a Search must be performed to see if the person already exists. Click Search to continue.

A Search Criteria window will appear. Enter applicable search criteria and click Find.

Adding a Reference – continued

If the person is found in the search results, select the person's name and click OK. Otherwise, click Cancel and add the person to the database in the Add Person window. Minimum information required for a reference is name, address, and phone number.
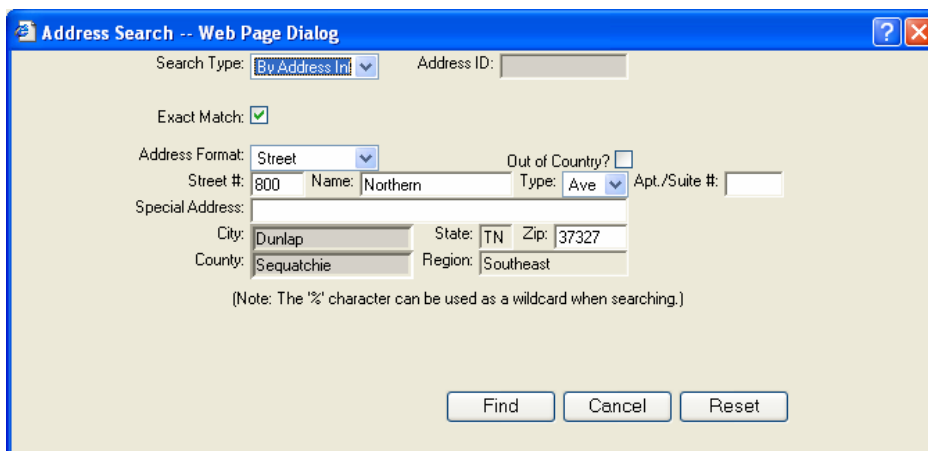
Click on the ellipsis box next to Address to add an address.

Adding a Reference – continued
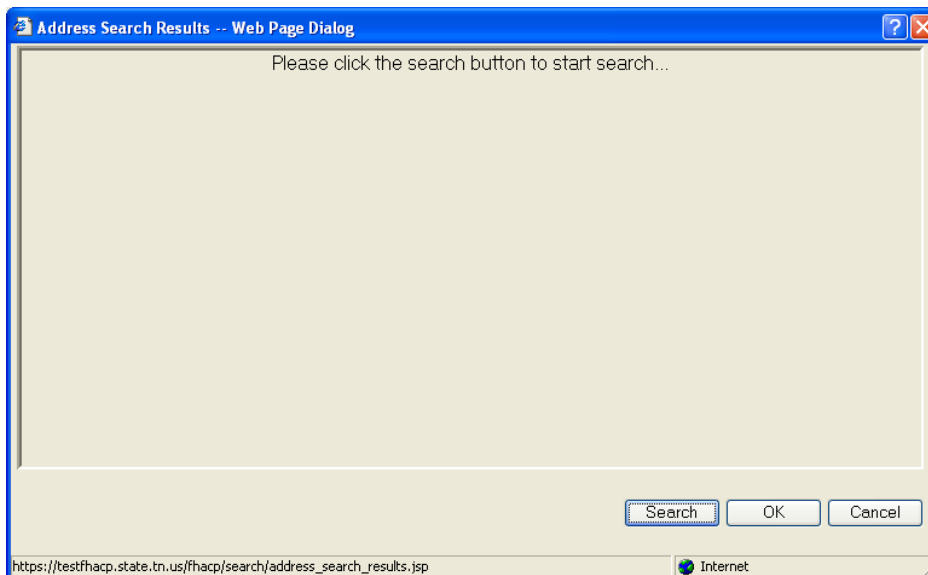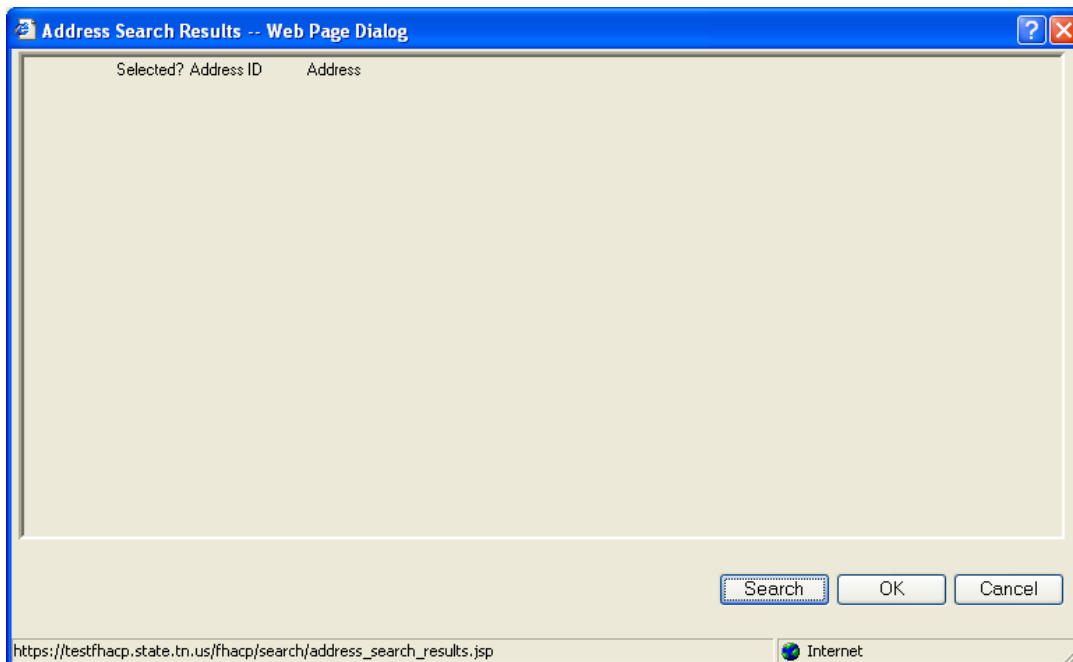
An address search is required before entering the address. Click Search.
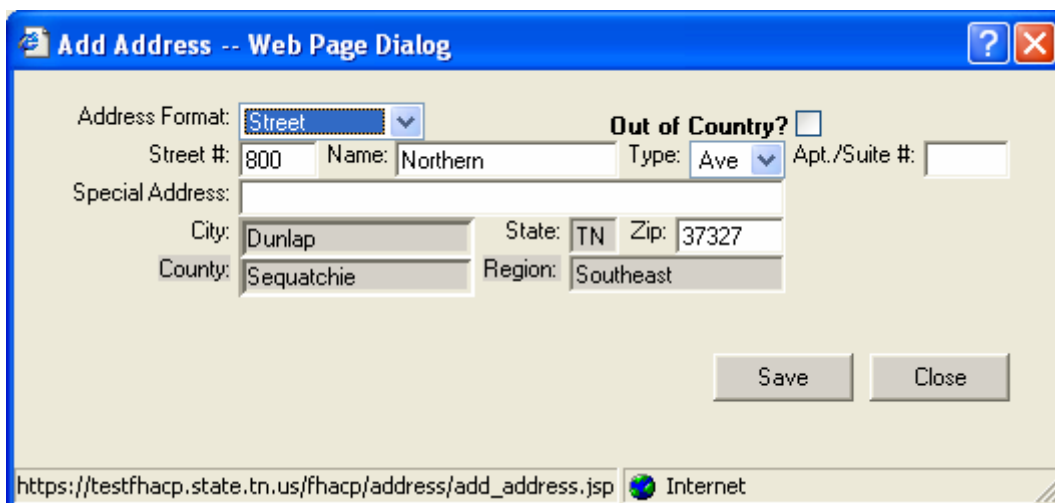
Enter the address search criteria.

Adding a Reference – continued

If the address is found, select the address and click OK. Otherwise, click Cancel.

If this is a new address, enter it in the Add Address window and click Save.

Adding a Reference – continued
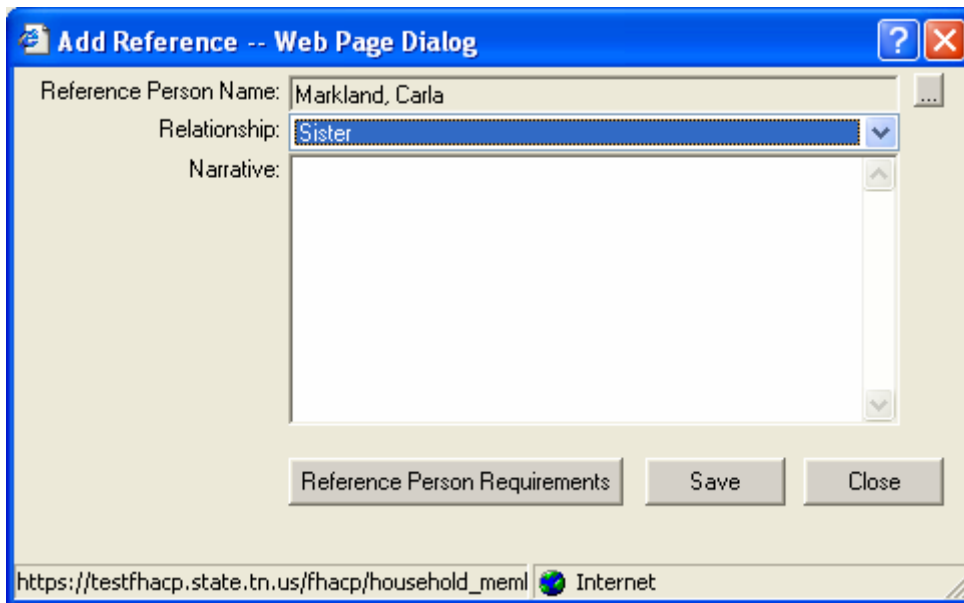
Enter the telephone number and click Save. In this example, the telephone number is intentionally left blank to illustrate how to add a phone number later if forgotten.

Adding a Reference – continued

Specify the relationship between the household member and the reference person. If the relationship is Other Non-Relative, Other Relative, or None, enter a narrative describing the relationship (i.e. Neighbor, Friend, Church Member). Click Save.

Missing Reference Person Requirements
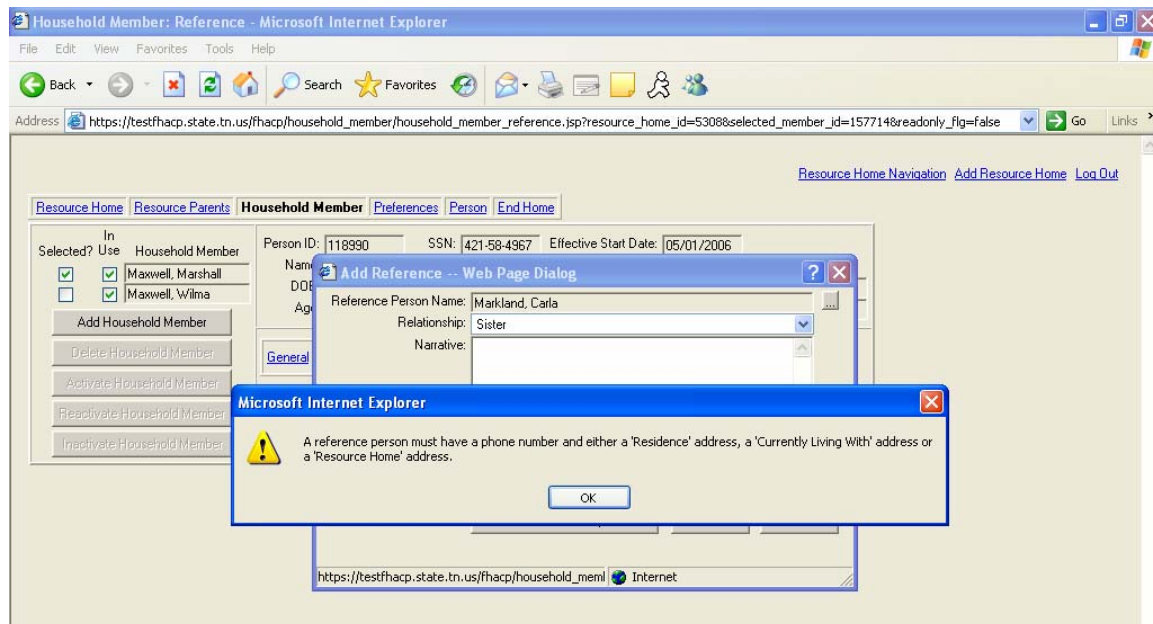
If the reference person does not have a phone number and address in the system, you will see this warning message. Click OK. Click on the Reference Person Requirements button.

Add the missing information. Remember that phone numbers are entered without dashes.

Completed Reference Sub Tab

Continue adding references until all have been entered.

Foster Co-Parent/Other Adult Requirements

The same information that is required for the foster parent approval is also required for the foster co-parent. Additional information is also required for other adults in the home. Select the foster co-parent from the left side of the window by clicking in the Selected box beside their name. Enter the General sub tab information and dates. Remember to click Save before leaving this tab.

Foster Co-Parent/Other Adult Requirements – continued

Click on the Verification sub tab and enter the verification information for the person selected. Click Save.

Foster Co-Parent/Other Adult Requirements – continued

Other non-relative references are automatically generated for the foster co-parent from the foster parent's references. The user must still add the relative reference for the foster co-parent. Go to the Reference sub tab and click Add Reference. Search for the person to be added and if they are not already in the system, add them on the Add New Person window as shown above. Remember that the required information for references is name, address, and phone number (without dashes).

Foster Co-Parent/Other Adult Requirements – continued

Indicate the relative reference's relationship to the foster co-parent. This is how the completed Reference sub tab appears.

Person Tab/General Sub Tab
Primary/Secondary Language Identification

To identify the primary and secondary language for adults in the home, go to the Person tab General sub tab. Choose the primary language from the drop down list. If the person has a secondary language click the ellipsis box next to Secondary Language?.

Adding a Secondary Language
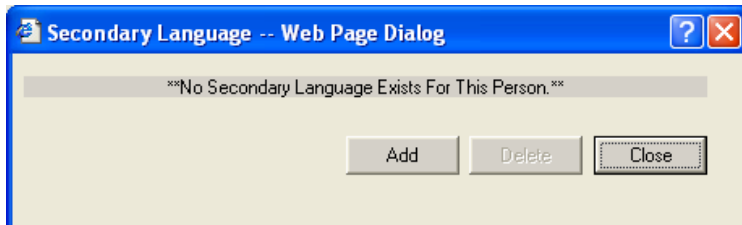
Any previously identified secondary languages will be displayed. To add an additional secondary language, click Add.
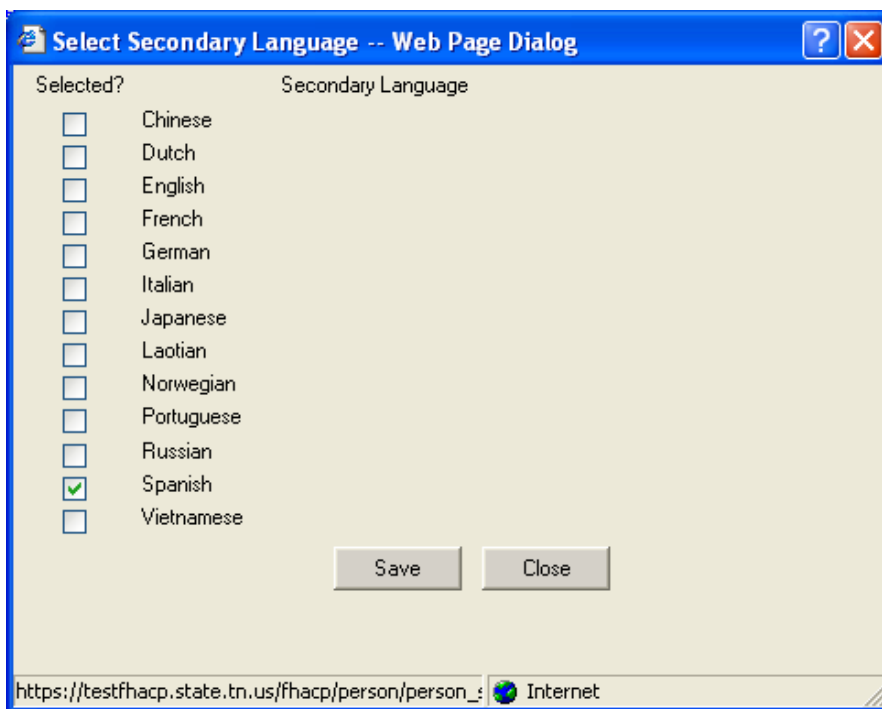
Select all appropriate languages and click Save.

Adding a Secondary Language – continued
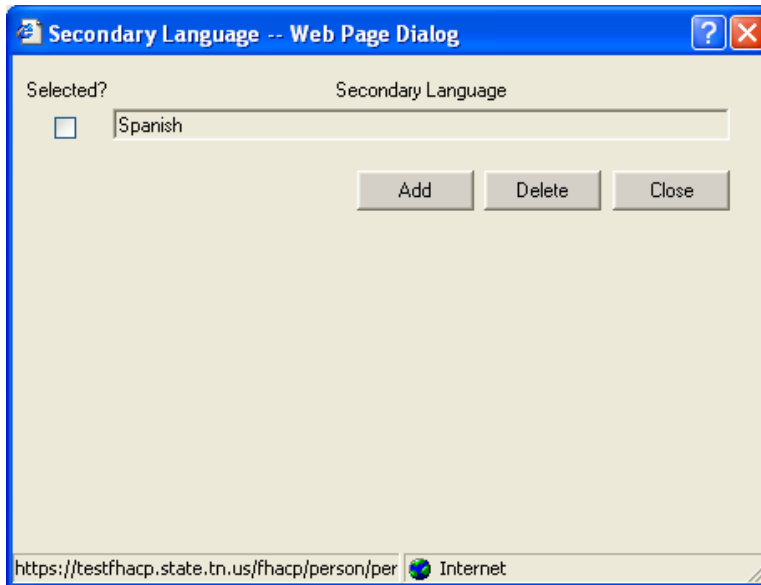
You are returned to the list of secondary languages identified. Click Close to close this window.

The completed General sub tab appears as above. Remember to click Save before leaving this tab.

Primary/Secondary Language Identification for Foster Co-Parent/Other Adult

To enter the primary and secondary language responses for other household members, select the person on the left side of the screen by clicking in the Selected? box next to the person's name. Enter the Primary Language and Secondary Language. If no secondary language exists, choose No from the drop down list. Remember to click Save before leaving this tab.

Preferences

To enter Resource Home preferences, go to the Preferences tab. Enter the Gender Preference, Age Range, Accept Sibling Groups?, Accept Behavioral Conditions?, and Accept Physical Conditions?. If you choose Yes-Specific Behavior Conditions or Yes-Specific Physical Conditions, you must identify which conditions will be accepted. Click Save to save these entries.

To add a Placement preference, click the Add button.

Selecting Placement Preference(s)
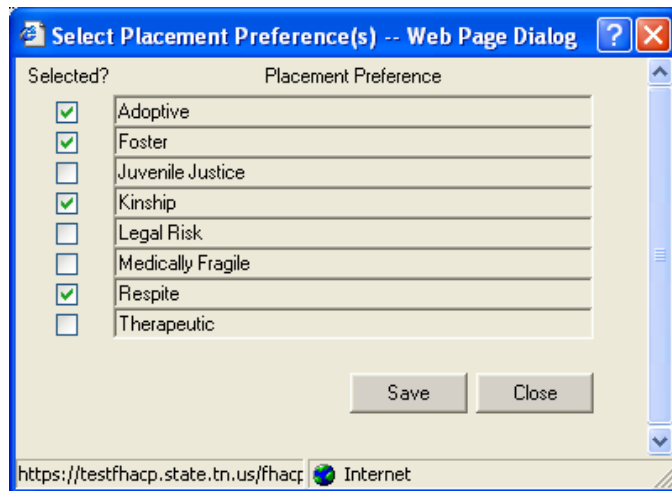
Select all placement preferences and click Save.
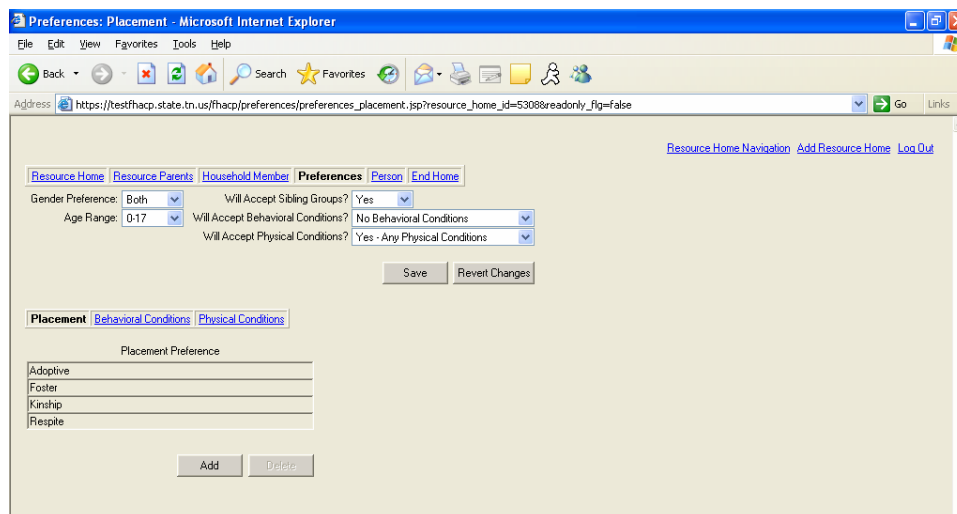
The Preferences tab will appear as above when completed.

Household Member Tab/Approval Sub Tab
Approval of Foster Parent
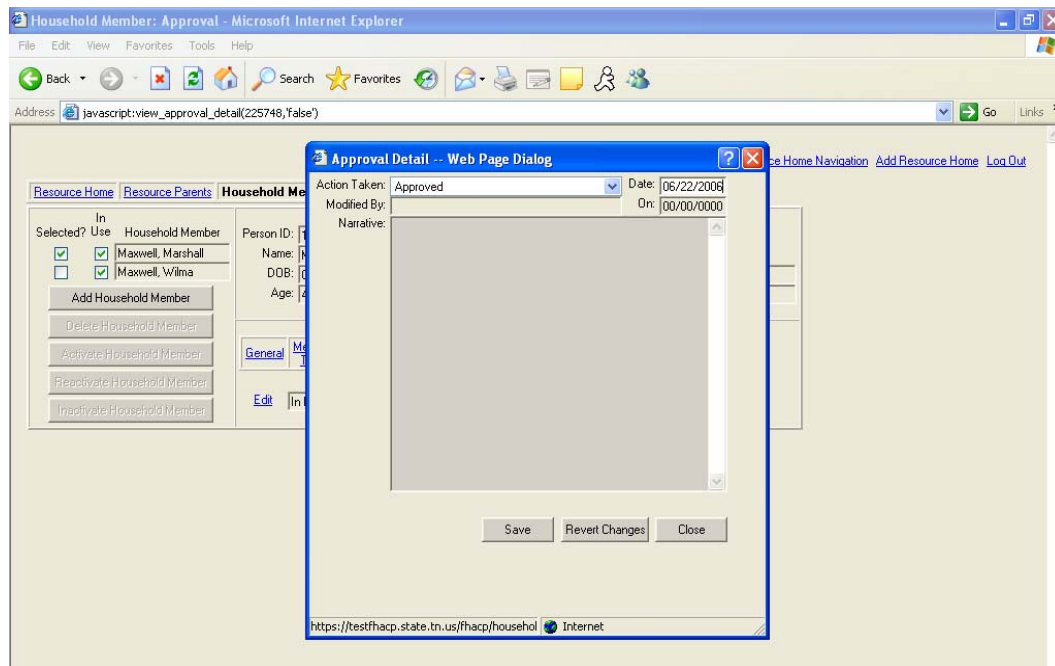
Return to the Household Member tab, select the person to be approved on the left side of the window and click on the Approval sub tab. Click Edit to enter an approval or unapproval. Choose the appropriate value from the drop down list and enter the date. Enter Approval Narrative. Click Save.

This shows that the person is now approved.

Household Member Tab/Approval Sub Tab
Approval of Foster Co-Parent/Other Adult

Repeat the steps above to approve the foster co-parent and any other adult in the home.

Resource Home Tab/Family Structure Sub Tab

On the Resource Home tab, click the Family Structure sub tab. If the resource home couple is married, the Marriage Certificate Verified Date is required to be entered here. Click Save before leaving this tab.

Resource Home Tab/Approval Sub Tab
Entering the Home Visit Date and Narrative

On the Approval tab, click on the General link.

Add the Home Visit Date and click on the Narrative box to enter the narrative.

Resource Home Tab/Approval Sub Tab
Entering the Home Visit Date and Narrative - continued

Enter the home visit narrative and click Save.

Denying or Canceling a Home
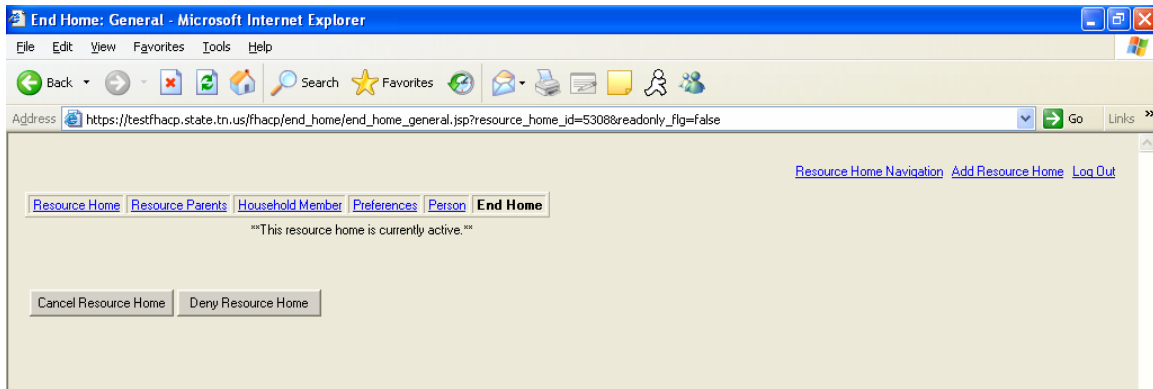
If a home is to be denied or cancelled, go to the End Home tab and click on the appropriate button. Enter the required information.

Final Resource Home Approval

To make the final approval of the home after entering all of the required data, go to the Resource Home tab, Approval sub tab. Click on the Approval In Process Type. Click on the correct Approval button (Approve Expedited or Approve Resource).

Enter the Begin Date and Maximum Number of Children. Click Save to continue.

Resource Home Approval Confirmations
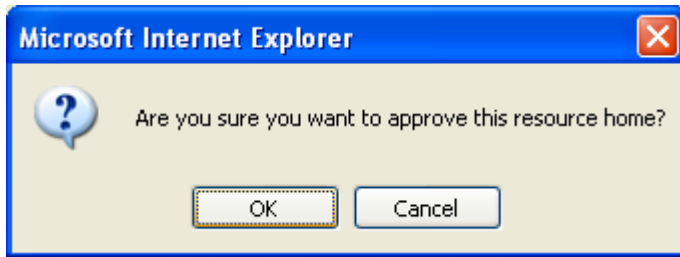
Before the home is approved, two confirmations are necessary. Click OK to continue.
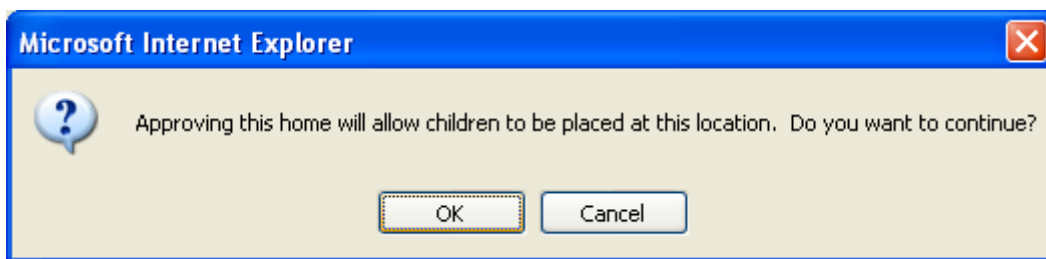
Click OK to continue.

Re-Approval of a Home

On the navigation screen, find the Unapproved home. Click Edit.

Resource Home Tab/Status Sub Tab

View the information on the Resource Home tab Status sub tab.

Resource Home Tab/Approval Sub Tab
General Link

Navigate to the Resource Home tab Approval sub tab. Click on the General link. Enter the Home Visit Date and Narrative. Click Save and then Close.

Household Member Tab/Approval Sub Tab

Check to see that all household members are approved. If there are any In Process, enter the required data for that person and click Edit to Approve them.

Enter the approval data and click Save.

Re-Approval

Navigate to the Resource Home tab Approval sub tab. Click on the Approval In Process Type. Click the Approve Resource Home button.
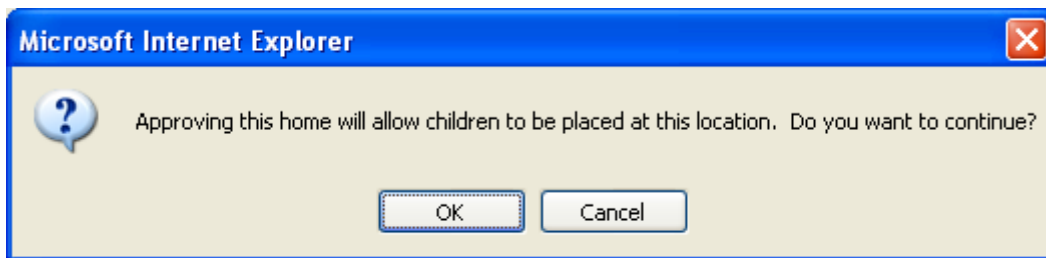

Enter the Begin Date and Maximum Number of Children. Click Save to continue.
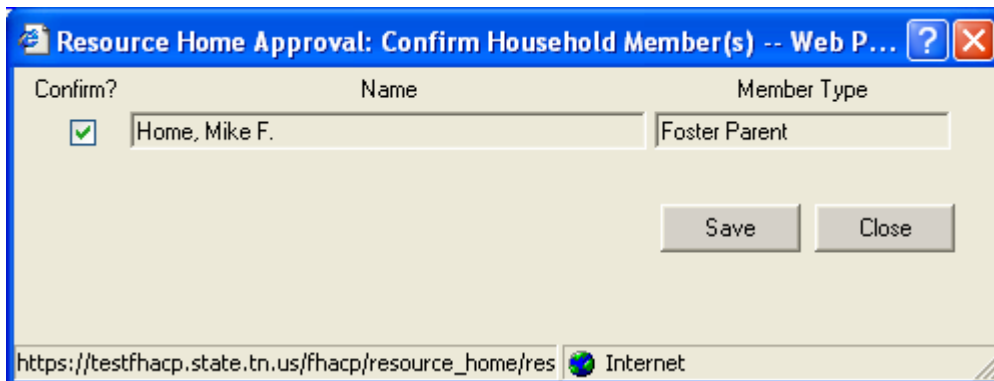
Re-Approval Confirmations
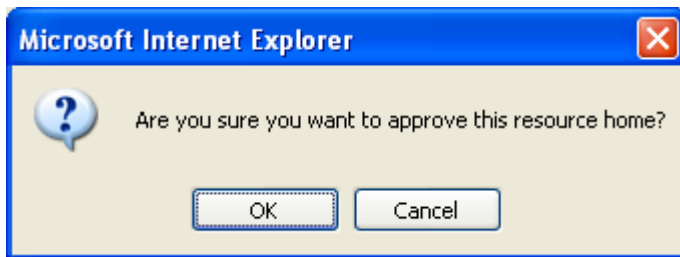
Before the home is approved, two confirmations are necessary. Click OK to continue.

Click OK to continue.

All household members from the previous activation period must be confirmed. Click the checkbox next to the person's names that are still in the home. Click Save.

Status

The Status tab will display the home's current status and all previous statuses'.